

Microsoft Access Group Training Classes & Private Training in New York

By Access NYC Training

Dated: Feb 10, 2010

Microsoft Access Group Training Classes & Private Training in New York

We currently provide Access group classes and private training in NYC. We offer the most practical Access training in New York City. Our training will give you the skills you need.

NYIM offers corporate and private Access training that is customized for your industry. Our professional, experienced trainers can create an Access course that fits your needs. We provide excellent training and our trainers will give you the skills you need. All training can be customized to meet your needs and goals.

For more information call 718.795.3608 or email for customized training.

Here is some more information on NYIM's Training.

http://www.youtube.com/watch?v=GneNC_rM2cw

An example of a group training outline.

Description:

A hands-on course providing an in-depth view of the features and functionality of Microsoft Access.

Students will be introduced to relational database fundamentals and concepts of database design.

Participants will learn how to create, view, modify, and search records, and generate reports from an Access data-base

Class Type:

- * Can retake the class, for free, up to 6 months.
- * Free forum support for 1 year after class
- * Hands on, goal based
- * Small Classes of 4 to 9 people
- * Fast computers
- * Comfortable chairs, convenient location
- * Patient, Fun, Experienced Trainer

When you are finished with this class you will be able to:

- * Create a relational database in Access
- * Define and populate a data table
- * Modify table structure and fields
- * View and maintain data using queries and forms
- * Create summary fields in queries, forms, and reports

Examples of people who will benefit greatly from this class:

* New users to Microsoft Access or users with limited experience, who plan to utilize, build, and integrate database applications using Microsoft Access

Materials

- * Microsoft Office Access 2007: Level 1
- * Microsoft Office Access 2007: Level 2
- * Examples databases for in class and after class

* Shortcut sheet

Day One: Level 1 Outline

Lesson 1: Exploring Access 2007 Environment

Overview of database concepts

Exploring the User Interface

Opening an Existing Database

Customizing the Access Environment

Lesson 2: Designing a Database

Define Database Purpose

Review Existing Data

Determine Fields

Group Fields into Tables

Normalize Data

Lesson 3: Creating a Relational Database in Access

Creating a New Database

Creating a Table

Manage Tables

Create a Table Relationship

Saving the Table Structure

Save a Database as a Previous Version

Lesson 4: Managing Data in a Table

Modify Table Data

Sort Records

Work with Subdatasheets

Lesson 5: Querying a Database

Filter Records

Exploring Query Types

Creating and Running a Query

Updating Data Using a Query

Summarizing Data in a Query

Lesson 6: Designing Forms

Creating a Form Using the Forms Wizard

Changing a Form's AutoFormat

Finding Data Using a Form

Maintaining Table Data Using a Form

Filtering Data in a Form

Lesson 7: Working With Reports

The Report Window

Exploring Report Types

Creating a Report Using the Report Wizard

Grouping Data within a Report

Summarizing Data in a Report

Formatting Report Detail and Printing Reports Day Two: Level 2 Outline

Lesson 1: Controlling Data Entry
Restrict Data Entry Using Field Properties
Establish a Pattern for Entering Field Values
Create a List of Values for a Field

Lesson 2: Joining Tables
Create Query Joins
Join Unrelated Tables
Relate Data Within Table

Lesson 3: Creating Flexible Queries
Set Select Query Properties
Create Parameter and Action Queries

Lesson 4: Improving Forms
Create a Form Layout
Restrict Data Entry in Forms
Add a Command Button to a Form
Create a Subform

Lesson 5: Customizing Reports
Organize Report Information
Formatting and Setting Report Control Properties
Summarize Report Information
Create a Mailing Label Report

Lesson 6: Sharing Data Across Applications
Import Data into Access
Export Data
Analyze Access Data in Excel
Export Data to a Text File
Merge Access Data with a Word Document

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